

NEW RICHMOND FIRE & RESCUE
EMPLOYMENT OPPORTUNITY

POSITION: PAID-ON-CALL PROBATIONARY FIREFIGHTER

GENERAL NATURE OF WORK:

Protects life and property by performing fire prevention, fire suppression, fire investigation, and rescue extrication as well as HAZMAT operations and other disciplines of rescue. Maintains fire equipment, apparatus and facilities;

- This position requires responding to fires and other types of emergency incidents. The firefighter must be able to perform the functions required at all emergency incidents, including combating and extinguishing fires.
- The position involves extensive training in the operation of apparatus, tools, and equipment and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such conditions as heat, smoke, and cramped surroundings.
- Each firefighter hired shall be placed on probation and shall serve a one- (1) year probationary period, commencing on the date of hire (which may or may-not be extended by member vote).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Respond to fire calls and emergency incidents in accordance with Department standards.
- Attend Department meetings, schools, and training courses in accordance with Department standards.
- Complete written reports on fire scene activities.
- Follow the proper departmental chain of command.
- Function in high stress situations.
- Use and apply extrication equipment upon receiving proper training to do so.
- Drive, operate, and pump department apparatus upon receiving proper training to do so.
- Assist in activities pertaining to the fire station duties, cleanup, and maintenance as ordered by the Fire Chief or other ranking officer.
- Maintain all issued department equipment in good working condition.
- Be knowledgeable in the areas of fire inspections, fire prevention, and building construction.
- Perform duties and activities required by City codes and ordinances, state statutes, department policies and guidelines and as directed by the Chief or other Officer of the Department.
- Promote good public relations and participate in public fire prevention and related activities as directed.
- Wear complete issued department uniform when instructed to do so by the Chief or other ranking officer of the Department.

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

- Applicants must reside within a three mile radius of station one (City on New Richmond) or station 2 (the Village of Star Prairie).
- Must have a valid Wisconsin drivers license.
- Must be at least 18 years of age.
- Must possess, at time of appointment, a high school diploma or GED equivalent.
- Must successfully complete Entry Fire Level Firefighter and CERT 1 within 12 months after hire or as classes become available.
- Must successfully complete EMR (emergency medical responder) and National Registry courses.
- Must successfully complete auto extrication course, technician level.
- Must successfully complete Hazardous Materials Awareness and Operations Level.
- Must be able to pass a department physical agility test during the hiring process.
- Must be able to pass background investigation.

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- Must be able to pass a medical exam, drug/alcohol exam.
- Completion of Federal Emergency Management Agency (FEMA) ISC-Series Incident. Management training within the probationary period.
- Attend all Monthly training classes and Weekly Unit training or excused by a department officer.
- Must be responsible for issued PPE and maintained.

TOOLS & EQUIPMENT:

- Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, hazardous materials response equipment, ladders, first aid equipment, radio, pager, personal computer, phone, basic hand tools and shop equipment.

EMPLOYMENT PROJECTED TO BEGIN: JUNE 1st, 2013

TENTATIVE PROPOSED DATES:

- **Application deadline April 15th, 2013.**
- Department Orientation Night April 24th, 2013.
- Interviews May 1st and May 2nd, 2013; beginning at 6:00 p.m. both nights.
- Firefighter agility's test Saturday May 11th, beginning at 9:00 a.m., reviewed results set up second round of interviews.
- Second interview date: May 15th, 2013.
- Selected applicants reviewed and hired at the Department's business meeting on May 28th, 2013.
- Begins probationary employment June 1st, 2013.

APPLICATIONS AVAILABLE AT:

City of New Richmond Civic Center, 156 East 1st Street
New Richmond Fire & Rescue Office, 106 South Arch Avenue
City of New Richmond's Web site, www.newrichmondwi.gov/

RETURN APPLICATIONS TO:

Attn: New Richmond Fire & Rescue – probationary firefighter position.

You may deliver the signed application in person or mail to:

City of New Richmond Civic Center, 156 East 1st Street, New Richmond WI 54017
New Richmond Fire & Rescue, 106 South Arch Avenue, New Richmond WI 54017

New Richmond Fire / Rescue Department Minimum Probationary Firefighter Requirements

1. Each probationary firefighter shall read and understand the department's By-Laws and SOGs.
 2. Each probationary firefighter shall attend the scheduled rescue training session each month or secure an excuse from an officer. (First Monday of each month).
 3. Each probationary firefighter shall attend the scheduled fire training session each month or secure an excuse from an officer. (Second Monday of each month).
 4. Each probationary firefighter shall attend the scheduled fire training & meeting each month or secure an excuse from an officer. (Last Monday of each month).
 5. Each probationary firefighter shall attend the scheduled Weekly Unit Training or secure an excuse from an officer. (Once every 6 weeks).
 6. Each probationary firefighter shall be enrolled and successfully complete the Entry Level Firefighter program and CERT 1 Firefighter.
 7. Each probationary firefighter shall be enrolled and successfully complete the HAZMAT, Entry & Operational level program.
 8. Each probationary firefighter shall be enrolled in Emergency Medical Responder EMR, successfully test out and successfully challenge the National Registry Test.
 9. Each probationary firefighter shall be enrolled and successfully complete the NIMS program. (ISC 100, ISC 200 ISC 700)
 10. Each probationary firefighter shall be enrolled and successfully complete Auto Extrication Technician and selected disciplines of Rescue (9).
 11. Each probationary firefighter shall be enrolled in the department's health program.
 12. Each probationary firefighter shall pass a favorable Background Check (NRPD).
 13. Each probationary firefighter shall provide a Medical Release Form.
 14. Each probationary firefighter shall be issued PPE and be responsible for its condition and accountability.
- NOTE: although this is a basic requirement list, the Department's Chief Staff may at any time and for any reason relinquish a probationary firefighter's status.

Typical Month Schedule

1st Monday	2nd Monday	Last Monday	Weekly Unit Training
Rescue Training	FD Training	FD Mtg & Training	Vehicle Training
3 hours	3 hours	3 hours	2 hours (Every 6 weeks)

Probationary Firefighter Process

1. Orientation Program, spouse / significant other strongly encouraged to attend.
2. First Interview, Second Interview.
3. Agility Test
4. Written Test
5. Chief Officer's Review
6. Presentation to Members
7. Acceptance or declined by the membership
8. Background Investigation
9. Presented to the Police & Fire Commission, declined or accepted.
10. Assigned to Department Company & Unit
11. Issued PPE
12. Enrolled in the above training programs
13. 6 – Month Review
14. 12 – Month Review
15. Presented to Membership, declined or accepted as Full Firefighter Status (After one year).